

## Responsibility of staff in a lab course or lab accompanying a lecture course in Department of Physics, CUHK

- **Professor**
  1. plan, design & revise the lab content & lab manuals
  2. supervise all staff in the lab (Note 1)
  3. train all staff in the lab (Note 2)
  4. teach students error analysis and report writing (Note 3)
  5. teach students in the lab for at least 45 minutes per session
  6. determine the final grades
- **Technician**
  1. set up equipment for the course
  2. test, maintain & repair equipment for the course
  3. help teaching student in the lab
  4. help developing new experiments
  5. organize the lab in good working condition
  6. accomplish other duties assigned by professor for the course
- **Teaching Assistants** (2 for each teaching session)
  1. prepare for the lab (e.g., complete the experiment, take data, conduct data analysis including error analysis, write short report) (Note 4)
  2. teach students in the lab
  3. accomplish other duties assigned by professor for the course
- **Teaching Assistant for report grading** (1 for each teaching session)
  1. prepare for the lab (e.g., complete the experiment, take data, conduct data analysis including error analysis, write short report) (Note 4)
  2. grade lab reports of students (with corrections on reports to help students for improvement)
  3. Other duty assigned by professor for the course

Note 1: 1. Arrange work load

2. Schedule preparation of TAs for the lab
3. Set up marking scheme for lab grades

Note 2: 1. Teach technician & TAs to do the experiment

2. Check and correct TA prelab reports
3. Examine some reports graded by TA; correct errors in grading and make sure that TA follows the marking scheme

Note 3: Error analysis requirements

1. PHY2811/2822: teach error analysis without derivations
2. PHY3811: teach formal error analysis (e.g. theory of linear least square fit; refer to F.C. Chen's notes)

Reports requirements:

1. PHY2811/2822: short lab reports
2. PHY3811/3822 and SEP: formal lab reports

Note 4: Details are to be arranged by professor